Fertilizer Production Expansion Program

Project Narrative Instructions

Your Fertilizer Production Expansion Program (FPEP) project narrative must address all elements listed below. It must be single-spaced and use a standard font (such as Times New Roman, Arial, Calibri, or Courier) no smaller than 12 points in size. Your narrative must have one-inch document margins, each page must be numbered, and the document cannot exceed 20 pages.

A. **Executive summary**. Provide a maximum 500 word summary detailing your project goals and objectives.

B. **Applicant information**. Refer to **FPEP Request For Applications (RFA) Section 2.5** (information is available at https://www.grants.gov/) and address all information requested to allow USDA Rural Development Rural Business-Cooperative Service (RBCS) to determine applicant eligibility.

C. **Project information**. Provide a workplan and budget. Include all activities by task, their associated dollar amounts, and proposed time frames for completion. Ensure you provide detail sufficient to allow RBCS to determine project eligibility – including all other funding necessary to complete the project. Refer to **FPEP RFA Section 2.5** (see link in B above) for a list of eligible funding activities. **NOTE:** Costs and activities not permitted are listed in Section 3.6.

D. **Land ownership and access**. Describe how the applicant owns and controls – or has access to – the land where the project is located or will be located.

E. **Performance metrics**. Provide detail regarding what metrics you plan to achieve, using **FPEP RFA Section 2.5.2, elements a) through c)** (see link in B above). You will report on these metrics one year after project completion.

F. **Evaluation criteria**. Refer to **FPEP RFA Section 4.1** (see link in B above) and address all evaluation criteria. You must discuss each measure by demonstrating your project's merits and why it is likely to succeed. Include summaries of any feasibility studies, business, and marketing plans.